

## Reports Options

### Overview

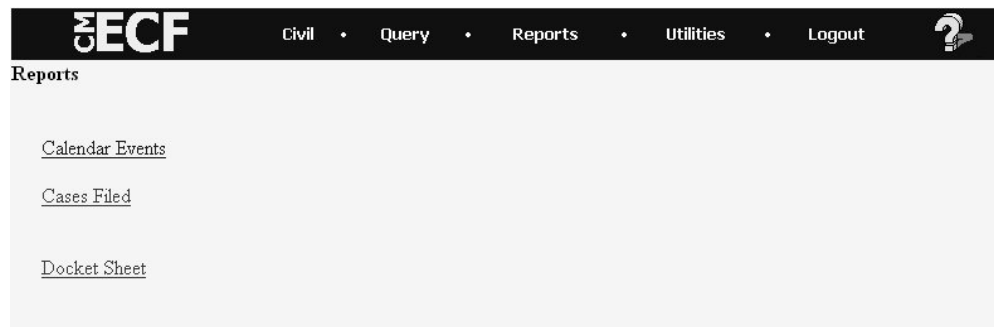
#### Description of Reports Options

The reports option of the CM/ECF System offers a series of reports. The following list identifies the types of reports available and a brief description of each.

Report	Description
<b>Calendar Events</b>	Print out reports by case number, calendar events, date and time.
<b>Cases Filed</b>	Print out reports by jurisdiction, category, case number, and dates filed, entered and closed.
<b>Docket Sheet</b>	Similar to the <b>Query: Docket Report</b> option. You can print out a report by filing date, enter date, date range, or document range.

#### Screen Illustration of the Reports Options

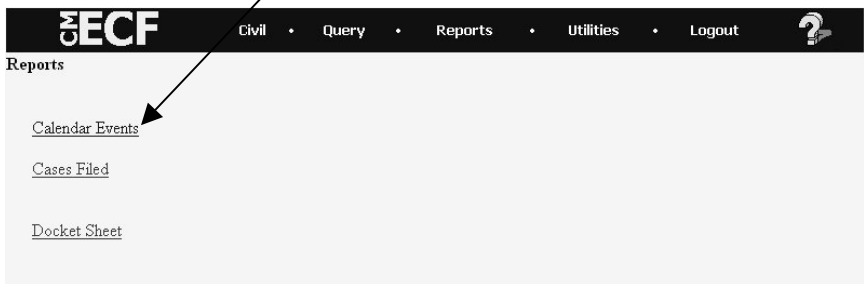
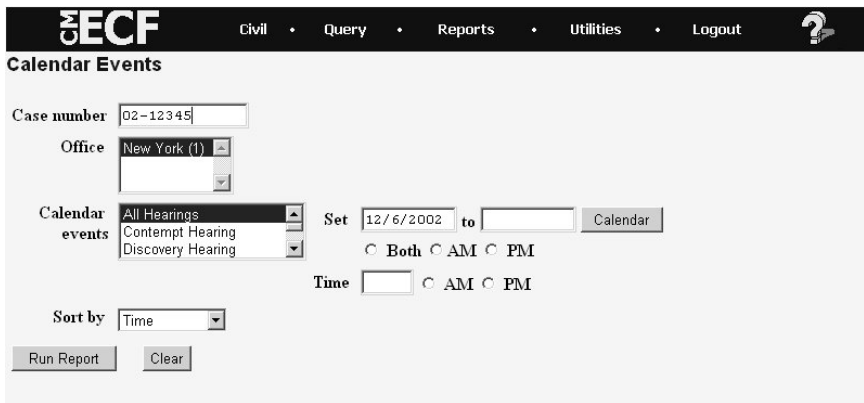
The following is a screen illustration of the various reports options available through the CM/ECF System.



## Reports: Calendar Events

### Calendar Events Report

To run a **calendar events** report, follow the steps outlined below.

Step	Action
1	Click on <b>Reports</b> from the menu bar.
2	Click on <b>Calendar Events</b> from the <b>Reports</b> submenu. 
3	<b>Result:</b> The <b>Calendar Events</b> screen appears. 
4	Enter the case number (if desired and if it does not appear) in the following format: yy-xxxxxx.
5	Accept the office default that reads <b>New York</b> .

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## Reports: Calendar Events, Continued

### Calendar Events Report

Continue with the steps outlined below to run a **calendar events** report.

Step	Action
6	Select the calendar events for which you want to run a report e.g., <b>All Hearings, All Appointments</b> , etc.). The following is a list of the calendar events for which you may run a report

All Hearings	Pretrial Conference
Contempt Hearings	Motion Hearing
Discovery Hearings	Remand Hearing
Final Pretrial Conference	Scheduling Conference
In Camera Hearing	Settlement Conference
In Chambers Conference	Show Cause Hearing
Initial Conference	Status Conference
Jury Selected	Writ Hearing
Jury Trial	

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## Reports: Calendar Events, Continued

### Calendar Events Report

Continue with the steps outlined below to run a **calendar events** report.

The screenshot shows the ECF (Electronic Case Filing) interface for the 'Calendar Events' report. At the top, there is a navigation bar with links: Civil, Query, Reports, Utilities, and Logout. Below this, the 'Calendar Events' section contains several input fields and buttons. The 'Case number' field is pre-filled with '02-12345'. The 'Office' dropdown menu is set to 'New York (1)'. The 'Calendar events' dropdown menu is set to 'All Hearings'. The 'Set' date field is pre-filled with '12/6/2002'. The 'Time' section has radio buttons for 'Both', 'AM', and 'PM'. The 'Sort by' dropdown menu is set to 'Time'. At the bottom, there are two buttons: 'Run Report' and 'Clear'.


Step	Action
7	Go to the <b>Set</b> field and enter the date from <b>MM/DD/YYYY</b> to <b>MM/DD/YYYY</b> that you wish to run the report. <b>Note:</b> You must enter an end date for the report or the system will not accept it. Or, <ul style="list-style-type: none"> <li>• Click on <b>Calendar</b></li> <li>• Click on <b>Continue</b> at the warning dialog box</li> <li>• Select the month you are interested in by clicking on the drop down arrow and clicking on the month with your mouse</li> <li>• Enter the desired year (if different from that which appears on the screen)</li> <li>• Select the day of the month</li> </ul>
8	Indicate the time you are interested in by clicking on: (a) Both, (b) AM, or (c) PM ( <b>Optional</b> ).
9	Type in the time, e.g., 10:00 that you desire ( <b>Optional</b> ).
10	Sort by <b>Time (Optional)</b> . <b>Note:</b> Ignore the option of <b>Office/Time</b> since there is only one office, i.e., <b>New York</b> for which you can run a report.
11	Click on <b>Run Report</b> .

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## Reports: Calendar Events, Continued

### Calendar Events Report

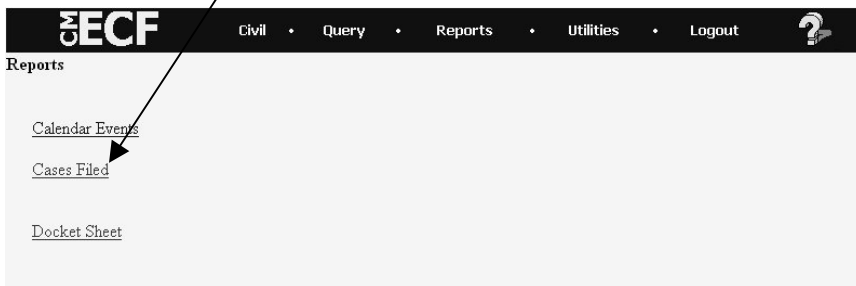

Continue with the steps outlined below to run a report for **calendar events**.

Step	Action
12	<p><b>Result:</b> The <b>Calendar Events</b> screen appears that shows you the list of calendar events scheduled for the day.</p>  <p>The screenshot shows the ECF TRAINING Database interface. At the top, there is a navigation bar with links for Civil, Query, Reports, Utilities, and Logout. Below this, the title 'U.S. Court of International Trade TRAINING Database' is displayed, followed by 'Calendar Events Set For 1/16/2003'. The main content area shows a list of events for 10:00 AM. The first event is for case 1:02-cv-12345-GWC National Steel Corporation et al v. United States et al. The parties listed are John J. Mangan representing National Steel Corporation (Plaintiff), John J. Mangan representing United States Steel Corporation (Plaintiff), Roger B. Schagrin representing Steel Dynamics, Inc. (Intervenor Plaintiff), Roger B. Schagrin representing Weirton Steel Corporation (Intervenor Plaintiff), Roger B. Schagrin representing The Independent Steelworkers Union (Intervenor Plaintiff), Lyn Marie Schlitt representing United States (Defendant), Eric C. Emerson representing Corus Steel USA Inc. (Intervenor Defendant), and Eric C. Emerson representing Corus Staal BV (Intervenor Defendant). Below the parties list, there is a button labeled 'Order Signed on 12/6/2002, Show Cause Hearing Set for 1/16/2003 at 10:00 AM in Courtroom No. 1.' An arrow points to this button.</p>
13	Click on the <b>button</b> to advance to the screen that shows the Related Proceedings Report for the docket entry.
14	To exit out of this option, click on any other option: <b>Query</b> , <b>Report</b> , <b>Utilities</b> , or <b>Logout</b> from the menu bar.

## Reports: Cases Filed

### Cases Filed Report

To run a report on **cases filed**, follow the steps outlined below.

Step	Action
1	Click on <b>Reports</b> from the menu bar.
2	Click on <b>Cases Filed</b> from the <b>Reports</b> submenu. 
3	<b>Result:</b> The <b>Cases Report</b> screen appears. 
4	Select the <b>Category</b> of the cases (if appropriate) and the <b>Jurisdiction</b> of the case (1581(a), 1581(b), etc.). <b>See the following page for a list of the categories.</b> To select more than one item in the categories, select your first choice by left clicking on the item with your mouse and then press and hold down the <b>Ctrl</b> key to select additional options. Use the scroll bar to the right of the respective dialog boxes to scroll through the lists. ( <b>Note:</b> If you do not select a category or jurisdiction, the report will provide information on all.)

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## Reports: Cases Filed, Continued

**Categories of Cases Filed** The following table lists the categories of cases filed. Other categories listed in the CM/ECF System are not used by the USCIT and therefore are not noted on this list.

Nature of Action	Category		Nature of Action	Category
<b>Denied Protest 28 USC 1581 (a)</b>			<b>Adjustment Assistance 28 USC 1581 (d)</b>	
• Appraisal	110		• Workers	410
• Classification	120		• Firms	420
• Charges or Exactions	130		• Communities	430
• Exclusion	140			
• Liquidation	150		<b>Rules of Origin 28 USC 1581 (e)</b>	510
• Drawback	160			
• Refusal to Reliquidate	170		<b>Confidential Information 28 USC 1581 (f)</b>	
• Rate of Duty	180		• DOC	610
• Redelivery	190		• ITC	620
<b>Denied Petition 28 USC 1581 (b)</b>			<b>Customhouse Broker's License 28 USC 1581 (g)</b>	710
• Appraisal	210			
• Classification	220		<b>Treasury Ruling 28 USC 1581 (h)</b>	810
• Rate of Duty	230			
			<b>Residual 28 USC 1581 (i)</b>	910
<b>Countervailing or Antidumping 28 USC 1581 (c)</b>				
<i>Determinations under 19 USC 1516a (a) (1)</i>			<b>United States Actions 28 USC 1582</b>	
• DOC	310		• Civil Penalties	010
• ITC	320		• Bonds	020
• DOC & ITC	325		• Duties	030
<i>Determinations under 19 USC 1516a (a) (2)</i>				
• DOC	330			
• ITC	340			
• DOC & ITC	345			

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## Reports: Cases Filed, Continued

### Cases Filed Report

Continue with the steps outlined below to run a report on **cases filed**.

Step	Action
5	Ignore the field <b>Sort by</b> . The system default is <b>Case Number</b> .
6	Go to the <b>Date</b> field. The system default for cases filed is set for you. Enter a date in the following format: <b>MM/DD/YYYY</b> for <b>Entered</b> and/or <b>Closed</b> cases (depending upon the type of report you wish to run). ( <b>Note:</b> If you wish to run a report on closed cases then be sure to uncheck the box <b>Open Cases Only</b> .)
7	Keep the default setting, <b>Show Borders on Report</b> .
8	Click on <b>Run Report</b> .


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## Reports: Cases Filed, Continued

### Cases Filed Report

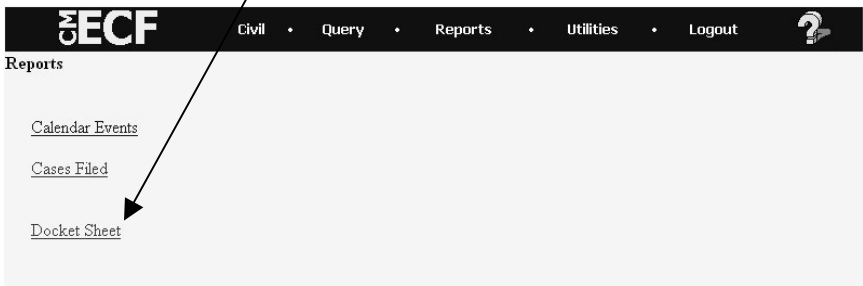
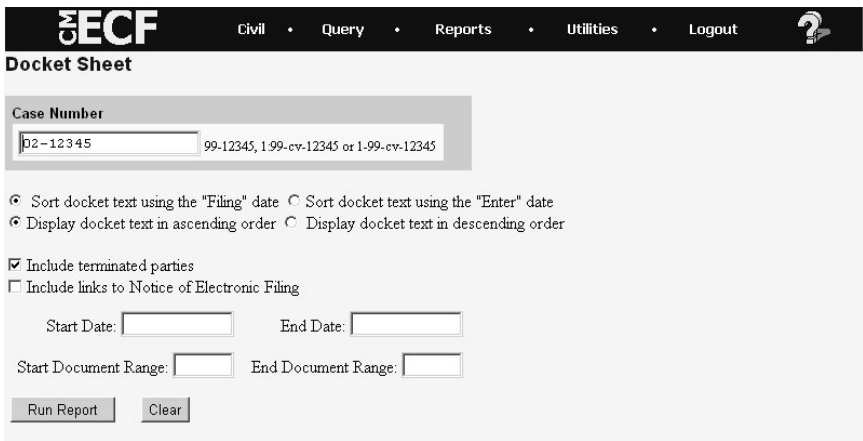
Continue with the steps outlined below to run a report on **cases filed**.

Step	Action
9	<p><b>Result:</b> A <b>Cases Filed Report</b> will show up on the screen. <b>Note:</b> When printing the report, change the paper orientation to landscape in order to print all the information.</p>  <p>The screenshot displays the ECF TRAINING Database interface. At the top, there is a navigation bar with links: Civil, Query, Reports, Utilities, and Logout. Below this, the title 'U.S. Court of International Trade TRAINING Database' is shown, followed by 'Cases Filed Report as of 12/17/2002'. The main content area contains a table with the following columns: Case No., Category, Jurisdiction, Case Title, Presider Referral, Dates, Reopen Code, and Dispositor Method. Two cases are listed: 1:02-cv-12345-GWC and 1:02-cv-12346-GWC. Below the table, it states 'Total Number of Cases Reported: 2'. At the bottom, there is a summary table with columns: Date, Filed, Entered, and Closed. The 'Start' date is 10/01/2002 and the 'End' date is 12/17/2002. An arrow points from the 'Case No.' column header to the first case number in the list.</p>
10	Click on the <b>Case No.</b> to advance to the Docket Sheet screen.
11	To exit out of this option, click on any other option: <b>Query, Report, Utilities, or Logout</b> from the menu bar.

## Reports: Docket Sheet Report

### Docket Sheet Report

To run a **docket sheet report**, follow the steps outlined below.

Step	Action
1	Click on <b>Reports</b> from the menu bar.
2	Click on <b>Docket Sheet</b> from the <b>Reports</b> submenu. 
3	<b>Result:</b> The <b>Docket Sheet</b> screen appears. 
4	Enter the case number (if it does not appear) in the following format: yy-xxxxx.
5	Select the preferred formats for the query: (a) <b>Filing</b> date (documents in the order in which they were filed) or <b>Enter</b> date (documents in the order in which they were entered into the system), and (b) <b>ascending</b> (earliest to most recent filing date) or <b>descending</b> (most recent to earliest filing data) order. <b>Note:</b> If the <b>Filing</b> and <b>Enter</b> dates are identical, then the system will not display the <b>Enter</b> date in the docket sheet.

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## Reports: Docket Sheet Report, Continued

### Docket Sheet Report

Continue with the steps outlined below to run a **docket sheet report**.

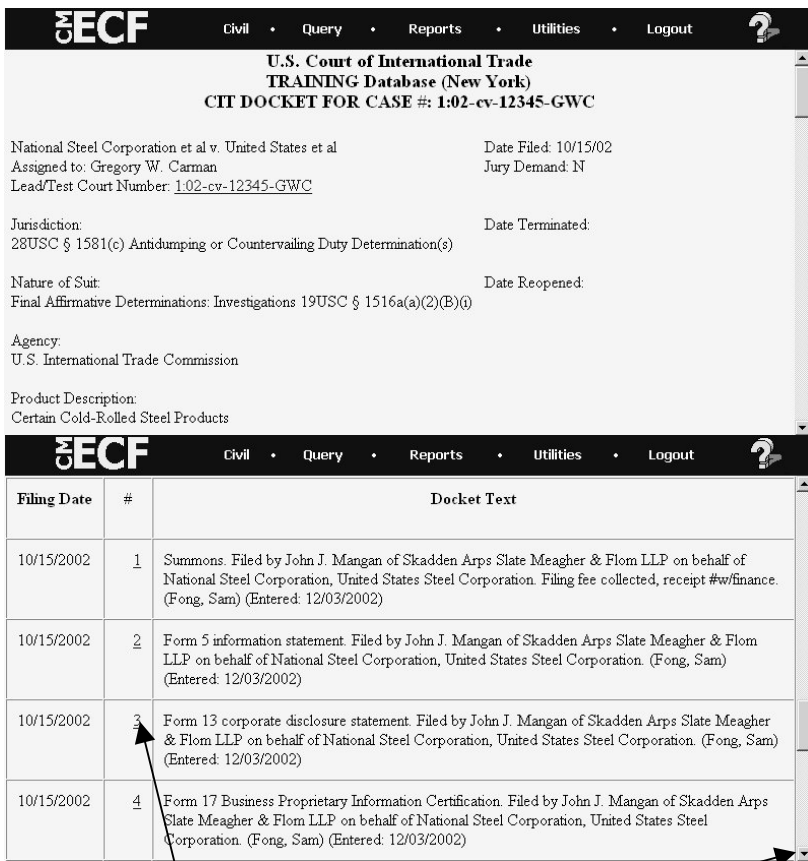
Step	Action
6	Enter a start date and ending date (if desired). Enter the date range in the following format: <b>MM/DD/YYYY</b> .
7	Click on <b>Run Report</b> .

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## Reports: Docket Sheet Report, Continued

### Docket Sheet Report

Continue with the steps outlined below to run a **docket sheet report**.

Step	Action															
8	<p><b>Result: The Docket Sheet screen appears.</b></p>  <p>The screenshot displays the ECF TRAINING Database interface for Case #: 1:02-cv-12345-GWC. The header includes the ECF logo and navigation links: Civil, Query, Reports, Utilities, Logout. The case title is 'National Steel Corporation et al v. United States et al'. Key details include: Date Filed: 10/15/02, Assigned to: Gregory W. Carman, Lead/Test Court Number: 1:02-cv-12345-GWC, Jurisdiction: 28USC § 1581(c) Antidumping or Countervailing Duty Determination(s), Nature of Suit: Final Affirmative Determinations: Investigations 19USC § 1516a(a)(2)(B)(i), Agency: U.S. International Trade Commission, Product Description: Certain Cold-Rolled Steel Products. Below this is a table of docket entries:</p> <table><tr><th>Filing Date</th><th>#</th><th>Docket Text</th></tr><tr><td>10/15/2002</td><td><u>1</u></td><td>Summons. Filed by John J. Mangan of Skadden Arps Slate Meagher &amp; Flom LLP on behalf of National Steel Corporation, United States Steel Corporation. Filing fee collected, receipt #w/finance. (Fong, Sam) (Entered: 12/03/2002)</td></tr><tr><td>10/15/2002</td><td><u>2</u></td><td>Form 5 information statement. Filed by John J. Mangan of Skadden Arps Slate Meagher &amp; Flom LLP on behalf of National Steel Corporation, United States Steel Corporation. (Fong, Sam) (Entered: 12/03/2002)</td></tr><tr><td>10/15/2002</td><td><u>3</u></td><td>Form 13 corporate disclosure statement. Filed by John J. Mangan of Skadden Arps Slate Meagher &amp; Flom LLP on behalf of National Steel Corporation, United States Steel Corporation. (Fong, Sam) (Entered: 12/03/2002)</td></tr><tr><td>10/15/2002</td><td><u>4</u></td><td>Form 17 Business Proprietary Information Certification. Filed by John J. Mangan of Skadden Arps Slate Meagher &amp; Flom LLP on behalf of National Steel Corporation, United States Steel Corporation. (Fong, Sam) (Entered: 12/03/2002)</td></tr></table>	Filing Date	#	Docket Text	10/15/2002	<u>1</u>	Summons. Filed by John J. Mangan of Skadden Arps Slate Meagher & Flom LLP on behalf of National Steel Corporation, United States Steel Corporation. Filing fee collected, receipt #w/finance. (Fong, Sam) (Entered: 12/03/2002)	10/15/2002	<u>2</u>	Form 5 information statement. Filed by John J. Mangan of Skadden Arps Slate Meagher & Flom LLP on behalf of National Steel Corporation, United States Steel Corporation. (Fong, Sam) (Entered: 12/03/2002)	10/15/2002	<u>3</u>	Form 13 corporate disclosure statement. Filed by John J. Mangan of Skadden Arps Slate Meagher & Flom LLP on behalf of National Steel Corporation, United States Steel Corporation. (Fong, Sam) (Entered: 12/03/2002)	10/15/2002	<u>4</u>	Form 17 Business Proprietary Information Certification. Filed by John J. Mangan of Skadden Arps Slate Meagher & Flom LLP on behalf of National Steel Corporation, United States Steel Corporation. (Fong, Sam) (Entered: 12/03/2002)
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9	Click on the <b>Doc. No.</b> to advance to the <b>PDF</b> version of the scanned docket entry.															
10	Click on the down arrow to scroll through the docket sheet.															
11	To exit out of this option, click on any other option: <b>Query</b> , <b>Report</b> , <b>Utilities</b> , or <b>Logout</b> from the menu bar.															

### End of Reports Section

In this section, we looked at the reports options available in CM/ECF and the steps to run the various reports. In the next section, we will look at the utilities options available in CM/ECF.